

Accident Reporting Form

Date		Time	
<u>Location of Accident</u>			
County	City	Route no.	
Where is the vehicle located now?			
<u>You and your State Vehicle:</u>			
Agency Name			
Agency Address			
Year and Make of Vehicle		License Tag no. and State	
Name		Driver's License no.	
Address		Office Phone	
<u>Other Vehicle</u>			
Year and Make		License tag no. and state	
Name		DL	
Address			
Insurance Company			
Policy no.			
Did the police investigate this accident?		Yes No	
If so, which police department?			
Was anyone charged with a violation?		Yes No	
If so, who, and what was the charge?			
Was anyone injured?		Yes No	
If so, who?			
What was the nature of the injury?			

Statement

In your own words, give the circumstances of the accident.

[illegible]

Return this form by mail or fax within 10 days of the date of the accident.

South Carolina Budget and Control Board
General Services Division
State Fleet Management
Attention: Safety Officer
140 Stoneridge Drive, Suite 650
Columbia, SC 29210-8257
Fax: (803) 737-1160

Telephone Numbers

Emergency Medical Service

Charleston Area	(843) 745-4000
Lexington County	(803) 359-2521
Richland County	(803) 254-3061
Emergency	911

Law Enforcement

Highway Patrol (Columbia Area)	(803) 896-9621
Highway Patrol (Charleston Area).....	(843) 740-1650
Highway Patrol (Greenville Area)	(864) 768-1503
Richland County Sheriff	(803) 691-9000
Lexington County Sheriff	(803) 785-8230
Columbia Police Department.....	(803) 252-2911
Charleston City Police	(843) 577-7074
Emergency	911

State Fleet Management

State Fleet Manager	(803) 737-0668
Motor Pool Dispatcher	(803) 737-1517
Motor Pool Fax (Reservations)	(803) 737-1931
Columbia Maintenance Shop	(803) 737-1511
Safety Officer.....	(803) 737-0668
Accident Coordinator.....	(803) 737-1982
Fax (not for reservations).....	(803) 737-1160
Repairs to vehicles outside the Columbia area	(800) 277-3686

Accident Procedures

- Turn ignition off and evacuate vehicle.
- Render first aid to any injured persons.
- Call for medical assistance or ambulance if required (see page 2 for phone numbers).
- Call local, municipal or county police or South Carolina Highway Patrol to report accident (see page 2 for telephone numbers).
- Obtain data concerning other vehicle and driver, and complete Accident Report (see page 1).
- Turn Accident Report in to your supervisor as soon as possible.
- Give the other driver your name and your agency's name and address. **DO NOT ADMIT RESPONSIBILITY FOR ANY ACCIDENT.**
- Within 24 hours, report accident to the nearest office of the James C. Greene Company and to State Fleet Management.
- Collect calls will be accepted.

James C. Greene Company Telephone Numbers

Anderson	(864) 226-5525
Beaufort	(843) 525-1160
Charleston	(843) 740-6168
Columbia.....	(803) 771-8820
Florence	(843) 662-2566
Greenville.....	(864) 232-2418
Greenwood.....	(864) 229-3302
Lancaster	(803) 285-8419
Myrtle Beach.....	(843) 449-4402
Orangeburg	(803) 536-1671
Rock Hill.....	(803) 328-1844
Spartanburg	(864) 582-5688
Sumter	(803) 775-8316

Send a copy of the Accident Report (page 1) to each of the following addresses:

James C. Greene Insurance Adjustors
PO Box 616
Columbia, SC 29202
Call collect (803) 771-8820

General Services Division
State Fleet Management
140 Stoneridge Drive, Suite 650
Columbia, SC 29210-8257
Call collect (803) 737-0668